

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Pat Humphrey, Bob Bonham, Maegan Jenkins, and Gus Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Dave Saad, Police Chief; Shannon Sirpilla, City Treasurer; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Murphy to approve the items listed with an asterisk (*) (Amended Agenda, Amended Minutes, Communications, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

3. *APPROVAL OF AMENDED MINUTES:

Approved by Consent Agenda.

4. *APPROVAL OF AMENDED AGENDA:

Approved by Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. OATH OF OFFICE

The City of Clare's residents have re-elected Commissioners Patrick Humphrey and have newly elected John Myers to serve a four-year term on the Clare City Commission; the Clare County Board of Canvassers has certified the election results.

Commissioner Elect Myers informed the City that he has taken a position out of state and will not be able to fulfill his elected role. Therefore, he is unable to take the oath of office for this elected position. His letter of resignation is attached. This has created a vacancy in the office of City Commissioner for the seat that Mr. Myers was elected to fill. Per the City Charter, the City Commission must now appoint an eligible and willing resident of the City of Clare to fulfill the remainder of Mr. Myers' term (4 years) within 30 days.

City Clerk Diane Lyon publicly administered the oath of office to Commissioner Humphrey.

B. ANNUAL REVIEW OF BY-LAWS

The By-Laws of the City of Clare City Commission governs the procedures and processes followed by the City Commission with respect to the rules it adopts and enforces, the conduct of its members, the conduct meetings, and the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. Consequently, it is deemed appropriate to review and update those rules annually at the Commission's first meeting prior to conducting any other business to ensure the by-laws are up-to-date and are in fact fulfilling the needs and desires of the City Commission.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the City Commission by-laws by the adoption of Resolution 2023-001. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. RECOGNITION OF MR. NICK LOOMIS

Mr. Nick Loomis is a respected member of the City of Clare and the Greater Clare Area Community. His active involvement in the advancement and betterment of community life evolved to his appointment as a member of the City of Clare Planning Commission on May 16, 2019, until his appointment to the Clare City Commission on March 16, 2020, where he served as an active member the remainder of his term on the City Commission through December of 2022. The City Commission is asked to consider formally recognizing Nick for his outstanding service to the City and its residents and to recognize him for his many contributions to Clare as a community leader.

Motion by Commissioner Murphy second by Commissioner Bonham to formally recognize Nick Loomis by the adoption of Resolution 2023-002. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

D. AIRPORT LOTS 203 & 401 LEASE AGREEMENTS-MR. TRACY BOLLE

The City owns all of the property at the Clare Municipal Airport and leases specific portions of that property to allow the construction and maintenance of airplane hangars by private owners. The hangars on Lots 203 and 401 of the Clare Municipal Airport Plat are now owned by Tracy Bolle following the passing of his father, Richard Bolle. The City Commission is asked to approve the lease agreements for the properties upon which the hangars are located.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve lot lease 203 agreement by adoption of Resolution 2023-003, and to approve lot lease 401 agreement by adoption of Resolution 2023-004. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

E. 2023 POVERTY EXEMPTION LEVELS

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the municipality's appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins and regulations from the State Tax Commission provides the federal poverty income levels, the required asset tests, and other procedural requirements for the poverty exemption application.

The City's Assessor has provided a proposed Policy & Guidelines for 2023 including the federal poverty levels to be used by the Board of Review. The Assessor will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to ensure compliance. The City Commission is asked to review and approve the 2023 Poverty Exemption Policy & Guidelines.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the proposed 2023 Poverty Exemption Policy & Guidelines by the adoption of Resolution 2023-005. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

F. DRINKING WATER ASSET MANAGEMENT GRANT (DWAM) ACCEPTANCE

At the end of 2020, city staff worked with the city's Engineer of Record to submit a Drinking Water Asset Management Grant (DWAM). The city was notified in 2021 that we were not successful in being awarded the grant. However, in mid-October, the City was notified that a newly passed Public Act (PA53) had allocated an additional \$20 million of federal ARPA funds to the Drinking Water Asset Management (DWAM) grant program and the City was now eligible for a portion (approximately 25%) of our requested funds. The Clare City Commission is now asked to consider approving the acceptance of the grant agreement and the terms therein as well as authorizing the City Manager and City Treasurer to sign any and all necessary documents and allow for any necessary budget amendments required to accept the funds.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve acceptance of the DWAM Grant Agreement by the adoption of Resolution 2023-006. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer's report was provided.

9. CITY MANAGER'S REPORT

Verizon Cell Tower. More progress continues to be made on the tower site at Clare City Hall. Cold-patch has been placed into the open power trench and will be there until the asphalt plant opens in the spring when a permanent fix can be done. The fence around the site is also complete. I haven't heard any timeline, but I am hopeful that Verizon will soon be able to activate the signal.

Lake Shamrock Dredging. I am happy to report that we finally received a response from EGLE and have been given a partial (modified) permit to start mechanical dredging in the first section (west end) of the lake which starts at the McEwan Street bridge and goes to approximately Shamrock Court (Year 1 area). At this point, we do not have the approval to go any further. The approved site for disposal is at the airport in two very specific areas on the north end of the property. Our plan is to start dredging as soon as we have the signed permit back from EGLE which I signed and sent to them on 12/21/22. We will dredge as much as we can through the winter months, as weather allows until we have to pause for fish spawning during April and May. We are continuing to work with EGLE to get additional permits and will soon be sending out an RFP for Hydraulic dredging of the lake's main portion, which will require its own set of permits from EGLE.

Addendum. The city received the signed permit back from EGLE today to allow the Lake Shamrock dredging spoils to be placed on city airport property. We should have the soil erosion permit from the county this week thus dredging will begin. We have also reached out to the contracted trucking company (Marv Heintz) to prepare for hauling the spoils to the approved site.

10. *COMMUNICATIONS: *Approved by Consent Agenda.*
11. EXTENDED PUBLIC COMMENT: None.
12. COMMISSION DISCUSSION TOPICS: Commissioner Bonham inquired about the city's "urban" status as he heard on the local television news that the City lost its "urban" status.
13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
15. ADJOURNMENT: Motion by Commissioner Jenkins, second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried. Meeting adjourned at 6:20 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk